Campus Safety Plan

Metropolis Campus

Updated 5/1/2021

Prepared By:
Campus Safety Committee
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Document Control, Review and Updates

Critical Procedure

The Shawnee Community College Extension Center Director or his/her designee is responsible for ensuring that this document is reviewed periodically and updated when necessary. Copies of any changes will be provided to the Shawnee College President’s Office and disseminated to the Chairman of the Shawnee College Campus Safety Committee for their review. Updated versions of this document shall be provided to those providing emergency services to the Shawnee College Metropolis Campus. This document will be made available to instructors and students at the Metropolis Campus either in print or electronically and will be available at the Receptionist Desk and Faculty Lounge.
Review and Approval

This Shawnee Community College Metropolis Campus Safety Plan is hereby approved and is effective as of this date.

[Signature]
President

05/30/21
Date: May 1, 2021
Section One

Introduction

This Campus Safety Plan provides Shawnee Community College’s Metropolis faculty, staff, and students with a management system to respond to major disturbances affecting the Metropolis campus. All personnel assigned to carry out specific responsibilities are expected to know SCC’s policies and procedures. The Campus Safety Plan was created to meet the Illinois Campus Security Enhancement Act of 2008 (110 ILCS 127).

It shall further be the policy of Shawnee Community College to train extension campus officials, who are responsible for campus emergency management in how to respond in certain situations. Extension campus officials will partner with emergency service agencies in their jurisdictions to review this policy periodically and train with these agencies when possible. Each extension campus shall execute training exercises at least annually, testing the effectiveness of this plan (i.e. severe weather drills which are scheduled annually by the National Weather Service).

The Shawnee Community College main campus operates an Incident Command System (ICS) in major emergencies. Those appointed by the Shawnee Community College President to serve in ICS roles are recognized as members of the Shawnee Community College Emergency Response Team (ERT). The directors of each Shawnee College extension campus shall create an Emergency Response Team (ERT) utilizing staff members employed by Shawnee College at their center. This team will guide others to safety during a crisis on campus.

The Shawnee Community College Campus Violence Prevention / Threat Assessment Team, also known as the Shawnee Community College Campus Safety Committee, shall meet periodically to review both the main campus and extension campus safety plans and make recommendations to the president to improve campus safety on all Shawnee Community College campuses.
Section Two

Purpose

The Campus Safety Plan coordinates College and community resources to protect life and property. This plan may be used by students, staff, and faculty as a resource, or in response during and after major disturbances. It may be activated by the Shawnee College President or Metro Center Director when a situation affecting the Metro Center cannot be controlled using daily operating procedures. This plan is a living document and will be modified as needed on an ongoing basis. The Emergency Response Teams on each campus shall be familiar with this plan and ready to carry out this plan during an emergency.

Assumptions

This Campus Safety Plan is based on assumptions that provide a foundation for establishing the operating policies and procedures. The “general” considerations used to formulate this plan include the following:

- The emergency plan is based on events most likely to occur in Metropolis or near the Shawnee Community College Metropolis Campus.
- Most emergencies will occur with little or no warning.
- Emergencies may require coordination of internal and external departments, organizations, and city, county, state, and federal agencies.
- Local services may not be available.
- Basic services, including utilities may be interrupted.
- Structural damage may occur to buildings and highways.
- Normal suppliers/vendors may not be able to deliver goods.
- Students, faculty, staff, and administration may need to remain on the campus for extended periods of time until it is safe to return to their homes or until help arrives.
- The Campus Safety Plan will be reviewed and evaluated (campus walk-through/drills) periodically by the extension director to ensure the operational readiness and effectiveness of the plan.
Section Three

Emergency Action Plan

3.1 Incident Command and Monitors

3.1.1 Incident Command
The Director of the Shawnee Community College Metropolis Campus or his/her designee shall be the Incident Commander during any medical emergency, natural disaster, social emergency, etc., occurring on the campus.

The primary objectives of the Incident Commander (IC) are to ensure the necessary assistance has been summoned to delegate other staff to needed duties, and when time permits, to notify the Shawnee Community College President’s Office of the situation. After notification, further assistance from the main campus may be provided by the College President.

3.1.2 Incident Commander (IC)
The Incident Commander is the decision maker for all issues during the declared emergency. The IC will use these guidance procedures, available resources, and his or her best professional judgment to protect the health, welfare, and safety of the Metropolis Campus and its students, staff, and faculty.

3.1.3 Incident Command Center (ICC)
The Incident Command Center is the location where SCC Metropolis’s Emergency Response Team will coordinate its emergency response. It operates until the Incident Commander downgrades the emergency. Typically, the Incident Command Center is staffed by at least one person from the ERT.

3.2 Incident Command Center Location

3.2.1 Primary Location
The primary location for the Incident Command Center is the Reception Desk at the Metropolis Center.

3.2.2 Secondary Location
If the primary location is part of the emergency or is unsafe, the secondary location is the Director’s Office.

3.2.3 Third Location
If no safe areas are available in the existing building, the third location is the Metropolis City Police Department.

3.3 Structure of Emergency Response Team (ERT)

Members of the Emergency Response Team are listed in Appendix “A.”
3.3.1 Incident Commander:
The Director of the Center is the Incident Commander. If the Director is not present, the first staff person on the scene is the IC until the Director arrives or emergency services arrive and take control of the incident.

**Incident Commander Responsibilities:**

- Develop incident objectives and manage all operations.
- Maintain rapport, cooperation, and communication with area emergency services.
- Establish priorities for student, staff, and faculty's safety.
- Close the Metropolis Campus if there are safety hazards.
- Approve the use of volunteers.
- Approve requests for additional resources.
- Keep the SCC President informed of status.
- Request assistance from the SCC Main Campus.
- Forward media inquiries to the SCC Main Campus Information Officer unless the SCC President has directed otherwise.
- Maintain a written log of events.
- Provide a written report to the SCC President within a week after the incident has concluded.

3.3.2 Emergency Call List (After Hours):
See Appendix "D"

3.3.3 Emergency Response Team, under direction of the Incident Commander
Ensure that all students and employees are evacuated from assigned building(s) or moved to designated interior or exterior Safe Zones (See Section 6 of this document) depending on the emergency at hand. In the event a student, staff or faculty refuses to cooperate, team members should encourage the person to participate and then move on. Persons refusing to cooperate should be identified, and later reported to the center director in a detailed memo identifying the person and describing the circumstances involved. The director should meet with that person later to discuss the incident and what corrective actions need to be taken to prevent a problem in the future. During an emergency, ERT members should:

- Ensure rooms are empty;
- Check stairwells (if applicable);
- Close windows and doors when safe to do so;
- Report status of the building and occupants to the Incident Commander or emergency services as soon as possible.
3.3.4 Lockdown (Ordered by center director or designee)

**Hard Lockdown** is announced in response to a serious threat to the SCC Metropolis Campus (generally, this does not include an active shooter situation as described, unless the shooter is outside the building—see 8.2 Active Shooter or Armed Intruder).

The order for a hard lockdown should come from the SCC Metro Director or law enforcement official. If there is an immediate threat, time may not allow for chain of command decisions. If there is a valid and immediate threat, any member of the SCC Metro staff or faculty may make or ask for the announcement to be made and enlist others to make the announcement.

SCC Metro Staff and/or Faculty should lock the exterior doors immediately and enlist others to go room to room announcing the campus is in a hard lockdown situation. Faculty and staff should be told the reason for the lockdown, unless it compromises safety. They should secure classroom doors if possible.

The Metropolis Police Department shall be contacted immediately (if not already aware of the situation) and summoned to campus.

Available SCC Metro staff or faculty should be assigned to watch the main door from a safe distance to aid students who are outside and unaware of the threat.

Staff and faculty should direct those not in classrooms to rooms or areas that can be secured. It is suggested a password be created between those inside the secured room and the person outside who is directing others to that room for safety.

When safe to do so, the SCC Metro Center Director or their designee should notify the Shawnee College President or their office and advise them of the situation.

The Shawnee College President or their designee may consider issuing a Saints Alert message warning students to avoid the SCC Metro Campus until an all-clear message is sent out.

If the threat is external to the building, students or others wishing to exit the building will be warned about the current threat and advised against leaving until the threat passes (if they insist on leaving, they may do so at their own risk).

Individuals arriving on campus shall be assessed without opening the locked door. It will be the decision of the person responsible for security of the door as to whether or not they are allowed entry. They may wait until the Metropolis Police Department arrives to assist in making this decision if they feel this person is a threat.

During a hard lockdown, students, staff, and faculty should stay in their current classroom or office until the threat ends (they should ignore the class schedule and class change times). Students are instructed to remain seated, or relocate out of sight through windows or doors if the threat is nearby. Classroom and office doors should be locked if available and blinds drawn where possible.
When the situation has ended, an all-clear will be announced. Periodic updates should be made room to room if the event exceeds an hour.

- **Soft Lockdown** is announced in response to a threat off campus, but within the immediate area (e.g. manhunt for a criminal in the area). The order for a soft lockdown must come from a SCC Metro Center Director or their designee or a law enforcement official. Generally a soft lockdown allows some time to make this decision.

The Metropolis Police Department shall be contacted immediately (if not already aware of the situation) and summoned to campus.

An announcement will be room to room advising the campus is in a soft lockdown situation. The reason for the lockdown will also be announced, unless it compromises safety.

SCC Metro Staff and/or Faculty should lock the exterior doors immediately and enlist others to go room to room announcing the campus is in a soft lockdown situation. Faculty and staff should be told the reason for the lockdown, unless it compromises safety. They should secure classroom doors if possible, but instruction and class changes may occur.

Available SCC Metro staff or faculty should be assigned to watch the main door from a safe distance to aid students who are outside and unaware of the threat.

When safe to do so, the SCC Metro Center Director or their designee should notify the Shawnee College President or their office and advise them of the situation.

The Shawnee College President or their designee may consider issuing a Saints Alert message warning students about the threat at the SCC Metro Campus. An all-clear message should be sent out when the threat is over.

Students or others wishing to exit the building will be warned about the current threat and advised against leaving until the threat passes (if they insist on leaving, they may do so at their own risk).

Individuals arriving on campus shall be assessed without opening the locked door. It will be the decision of the person responsible for security of the door as to whether they are allowed entry. They may wait until the Metropolis Police Department arrives to assist in making this decision if they feel this person is a threat.

Teaching may continue as usual and class changes may occur. An all-clear announcement will be made room to room when the threat is over.
3.4 Responsibilities of other Individuals/Opportunities for Volunteers

Anyone not assigned a role may report to the Emergency Operation Center (will be initially located at the front desk) and volunteer to help. Roles for volunteers may include:

- Messengers
- Triage/first aid
- Traffic direction/control

No emergency is the same; therefore, no plan can dictate how an emergency should be handled. Shawnee Community College will do everything within its power and resources to prevent the loss of life and property.
Section Four

Priorities
4.1 Priority I - Health and Safety of Students, Employees and Visitors

4.1.1 Medical Aid – Triage Center, (Front lobby area) Resources for center:
   • Nursing Students (when present)
   • Staff and faculty
   • Volunteers with first aid training
   • Metropolis Fire Department or other Fire Departments responding
   • Massac County Sheriff’s Department, Illinois State Police
   • American Red Cross

4.1.2 Fire Suppression – Resources:
   • Metropolis Fire Department
   • Massac County Sheriff’s Department, Illinois State Police
   • Trained Volunteers

4.1.3 Search and Rescue – Appoint search/rescue teams; obtain vehicles and other equipment. Resources:
   • Metropolis Fire Department
   • Massac County Sheriff’s Department, Illinois State Police
   • Trained Volunteers

4.1.4 Utilities Survey – Evaluate condition of utilities and shut off or restore gas, electric, steam, water, and sewer; also evaluate roadways and walkways. Resources:
   • Campus Emergency Response Team
   • Liberty Public Utility
   • Clear Wave Communications
   • Metropolis Water Department

4.1.5 Communications Survey – Evaluate condition of Information Technology (IT) and systems to determine whether to shut down or restore. Resources:
   • Shawnee College Chief of Information Technology
   • Information Technology Staff

4.1.6 Emergency Response Team Communications – Supply Command Center and Monitors with technology and equipment to run Incident Command. Suggested resources:
   • Telephones
   • Laptop and desktop computers
   • Handheld radios and chargers
   • Digital cameras
   • Bullhorns
   • Projectors
   • Chalkboards/whiteboards
4.1.7 Incident Management – Incident Commander and Emergency Response Team Members
Evaluate the resources with available information to determine a comprehensive action plan to return the Metropolis Campus to full operational status.

4.2 Priority II – Shelter and Building Recovery

4.2.1 Facility Survey – Evaluate the Metropolis facility for occupancy. Identify and seal off areas as needed. Resources:
- Metropolis Fire Department
- Massac County Sheriff’s Department, Illinois State Police
- SCC Metropolis’s ERT’s

4.2.2 Shelter – Identify usable buildings. Resources:
- Metropolis Police Department
- Metropolis Fire Department
- Red Cross

4.2.3 Food/Drinking Water – Inventory and ration supplies as needed. Resources:
- SCC Metropolis Campus
- Red Cross

4.2.4 Sewer System – Inspect and repair system or find other alternatives. City of Metropolis Public Works

4.2.5 Campus Communications System – Quickly establish communication system within the College community. Resources may include:
- Telephones
- Laptop and desktop computers
- Cellular phones and chargers
- Handheld radios and chargers
- Bullhorns
- Projectors
- Chalkboards or whiteboards
- Posters/signs

4.2.6 Constituent Relations – Establish communication with the Metropolis and neighboring community as quickly as possible. Resources:
- SCC Main Campus Marketing Coordinator
- Media
- Printed Material
- Reader board signs at entrance
- Email
- Webpage

4.2.7 Criminal Activity Investigation Assistance – Resources:
- Metropolis Police Department
- Massac County Sheriff’s Department
- Illinois State Police
4.2.8 Psychological Assistance – Establish a system or team to handle crisis intervention. Resources:
- SCC's Main Campus Counselors
- Massac County Mental Health (618) 524-9368
- Other psychological services arranged through the president's office.

4.3 Priority III – Recovery of Valuables and Records

4.3.1 Valuable Materials Survey – Identify, survey, and secure valuable campus materials. Resources:
- Metropolis Campus Staff and Faculty

4.3.2 Records Survey – Identify and secure all College records. Resources:
- Metropolis campus staff
- SCC main campus staff

4.3.3 Academic Survey – Survey college departments to determine requirements to begin operations. Resources:
- SCC main campus administration
- Faculty
- Staff

4.4 Priority IV – Business Continuity

4.4.1 Return to Normal Operating Procedures – Identify areas requiring substantial recovery including electronic and physical material. Resources:
- SCC President
- SCC Metropolis Center Director
- SCC Metropolis Center Staff
- SCC Board of Trustees
5.1 Constituent Communication

Rapid, accurate, and purposeful communication, including the College's official statement to the community should be released as deemed appropriate. Precise communication to constituents minimizes the risk of inaccurate, negative, or detrimental information being disseminated to the media.

The Incident Commander in conjunction with the Shawnee Community College President authorizes all information released. In most incidents, when time permits, the Shawnee Community College Marketing Coordinator should be utilized to ensure a single person is releasing approved information to the media.

5.2 Media Relations

The media communicates rapidly with the general public in an emergency. The effectiveness of their message depends on the quality of information they receive. In the absence of information, the media will seek their own sources, which may result in coverage that is detrimental to the institution. Managing media communications during an emergency is critical.

In an emergency, the Shawnee Community College Marketing Coordinator is the SOLE media spokesperson. The Incident Commander in collaboration with the college president shall authorize ALL information released to the media. No other persons are authorized to release information to the news media.

5.3 Examples of Types of Incidents
- Natural disasters (fire, earthquake, flooding, severe weather)
- Violent acts (possession/use of weapons, assault, death)
- Public health issues (contagious illnesses, food poisoning)
- Police activities (warrants, investigations, arrests, vandalism, orders of protection, etc.)
- Hate speech or crimes
- Sex-related incidents (rape, harassment)
- Computer incidents (hacking, viruses, hate e-mail)
- Suicide or attempted suicide
- Drug-related incidents (possession, manufacture, distribution)
- Missing persons (faculty, staff, students, general public)
- Bomb Threat
- Utility Outage
Section Six

Evacuation

6.1 Evacuation Procedures

Campus evacuations fall into two categories: Small-scale evacuations of a single area (i.e. one room) and large-scale evacuations (i.e. the whole building).

After the Incident Commander has ordered an evacuation, the ERT will serve as evacuation coordinators. Evacuation orders at the Metropolis Center may be made room to room by voice, using a bullhorn, or over a public address system or telephone page system when available.

6.2 Evacuation Plan

IF ASKED TO EVACUATE OR IN THE EVENT OF AN ALARM, EVEN IF PROBLEMS ARE NOT OBVIOUS, IT IS YOUR RESPONSIBILITY TO COMPLY.

Interior Safe Zones

- When severe weather threatens that requires students, staff and faculty to take cover inside the Metropolis Center, individuals should move into the men or women’s bathroom or to room #117 located in the northwest corner of the building and move away from the front lobby area and areas where glass is nearby. Individuals should kneel facing an interior wall and cover the back of their necks with their hands until the emergency is over.

Exterior Safe Zone

- When an emergency is announced require the evacuation of the building (fire, earthquake, bomb threat etc.), all students, staff, and faculty shall move out of the building in a safe and orderly manner. Personal items such as backpacks and purses should be taken unless it causes undue delay or creates a safety hazard. When exiting the building, individuals should be mindful of vehicles moving about in the parking lot. Ideally, individuals should move to the west side of the parking lot. A safe zone has been established in this area of the parking lot.

When evacuating

- ERT members are required to use their best judgment in selecting an evacuation area for students, generally using one of the predetermined safe zones. They will need to consider the type of event, what part or parts of the building are affected, and what areas emergency personnel will need upon their arrival.
- If you have a disability and need assistance in evacuating, notify a fellow building occupant. Ask persons with disabilities if you can assist them with evacuation. Mobility aids may need to be left behind.
- The Metropolis Center ERT should monitor students and faculty to determine if there are any persons with disabilities who need assistance.
• After evacuating, no one should return to the building until the Incident Commander, ERT member, or an emergency responder with authority gives “all clear” notification.

• In the event of a prolonged evacuation outside the building, or inclement weather the Incident Commander or designee may suspend classes and allow students to leave the campus, if this can be done safely. The Incident Commander may if possible direct students to another safe area nearby out of the inclement weather.

Evacuation for Persons with Disabilities

6.3 Emergency Evacuation for Persons with Physical Disabilities
Please know that people with disabilities and their service animals may be self-sufficient in normal circumstances but need extra assistance in an emergency. **Ask the person how you can help them most effectively.** Assistance should be offered not assumed.

| Note to persons with disabilities: You are encouraged to contact the Metropolis Center Administration Office to discuss the College’s evacuation plan, and to state how you want to be helped in an emergency occurring on campus. |

6.3.1 Shawnee Community College Metropolis Center Staff and Students
In the event of an evacuation, observe these procedures to assist people with disabilities:

• Be helpful to wheelchair users or others with disabilities
• Be patient, those with disabilities may need more time in an emergency
• Be aware that exit corridors and stairwells will be checked for trapped persons, including persons with disabilities who are unable to use stairs
• Offer assistance when possible

6.3.2 Types of Disabilities
People with mobility impairments:

• The Shawnee Community College Metropolis Center has only one level (ground) and no elevators. Persons using wheelchairs on ground level floors should evacuate along with other persons to the nearest exit. Because of the inherent danger of hurting or dropping a person in the wheelchair, removing a person from their chair should be done only as a last resort.
• People with mobility impairments are concerned about being dropped while being lifted or carried. Find out the proper way to move a person and the best exit route before lifting or carrying them.
• In the event stairs exist, you may remove a person who uses an **electric wheelchair** and evacuate the person, leaving the wheelchair behind. **Note:** In order to safely carry a person while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person
using the wheelchair to remain on the stair landing, and then tell the ICS safety officer, police, and/or fire personnel immediately.

- In the event stairs exist, persons using **manual wheelchairs** may be removed from their wheelchairs and evacuated, leaving the wheelchair behind (as described above). Or, they may be evacuated while sitting in the wheelchair. **Note:** At least four strong people will be needed to carry the person and the manual wheelchair up or down stairs.

6.3.2.1 People with vision loss

- To guide a person with vision loss, ask them to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person about steps, rough terrain, doorways, debris, etc. Verbal relay of directions and estimated distances are familiar to a person with vision loss.

- A service animal could be disoriented in a disaster. People who are blind may need others to lead them and their service animal to safety.

6.3.2.2 People who are deaf or hearing impaired

- Persons with hearing impairments should be made aware of an emergency and how to respond. Write directions on paper. Do not assume that persons with a hearing impairment will know what to do by watching others.

6.3.2.3 People with respiratory illnesses

- Respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be available. Alert emergency personnel about those with respiratory illnesses.

6.3.2.4 People with other disabilities

- Ask the person how you can help them. If necessary, get them to a stairwell landing and tell them to wait there, and then go seek help from ERT members, Police, and/or Fire Personnel.
Section Seven

Emergency Procedures

7.1 General Emergency Procedure

For specific emergencies refer to Sections Eight and Nine.

The GENERAL emergency procedure is:

CAMPUS EMERGENCIES

WHEN IN DOUBT, CALL 911
Keep in mind, cell calls to 911 can sometimes be received by another jurisdiction, other than you are intending to reach. Don't assume they know where you are. Be very specific (e.g. “I am at the Shawnee College Metropolis Center.” They may need to transfer your call—be patient).

1. From a cell phone, call the front desk at 618-524-3003 extension #3470 or Dial 911. After hours: Dial 911

2. When calling 911, the operator may not answer for 8 seconds — do not hang up.

3. Clearly state the type of emergency to the dispatcher (i.e. police, fire, medical).

4. Clearly state the location of the emergency (Shawnee College Metropolis Center, 5385 Industrial Park Road) and your name, telephone number and your location.

5. Describe the emergency and follow the dispatcher's instructions.

6. DO NOT HANG UP UNTIL DISPATCHER TELLS YOU.
Section Eight

Specific Emergency Procedures

8.0 Emergency Procedures

Specific emergency procedures detailed in this section include:

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Some require activation of the Incident Command, some may not.
8.1 Violence Risk and Threat Assessment

8.1.1 Overview
The object of threat management is to save lives and property. Determining the intent, motive, and ability of a threat are essential to assess the level of risk. After determining the validity of a threat, a strategy is developed to defuse risk.

8.1.2 Disturbance, Fights or Physical Abuse
Do not ignore a potential dangerous situation. If you hear yelling or threatening language, confront it or ask someone for help. Knock on a closed door and ask if everything is all right or approach and ask if there is a problem. It is better to interrupt a situation than to ignore it. If you are uncomfortable, call for help. Call the Metropolis Center Information Desk at 618-524-3003 extension #3470 or dial 911, and tell them exactly where you are calling from.

If you witness a fight or physical abuse, do not get involved call and notify the Metropolis Center Information Desk at 618-524-3003 extension #3470 immediately. If it is safe to do so, stand by and monitor the situation and advise the operator of the situation. Or call 911.

8.1.3 Communication Criteria
Communications containing any of the following references should be immediately reported to campus security at 618-524-3003 extension #3470. If in doubt, call 911. In cases involving students, an Incident Report will be completed by the Metropolis Center Administration using the SCC Incident Report Form found in Appendix “G.” The report shall be forwarded to the Director of I.T. and Campus Security and copied to the Vice President o’ Student Services on the Main Campus.

- Threats. All threats of harm to employees and students received in writing, by telephone, e-mail or fax, through an informant, or in-person should be reported.

- Inappropriate Communications. Many communications are not explicit threats but are cause for concern. Any of the following should be reported:
  - A complaint or sense of outrage over a college incident
  - Evidence of suspicious behavior, stalking behavior, or research into personal affairs of the employee or student.
  - References to death, suicide, weapons, violence, assassinations, acts of terrorism.
  - Obsessive desire to contact the employee or student.
  - Belief the employee or student owes the person money or affection.
  - Perception of the employee or student as someone else.
  - References to public figures that have been attacked.
  - References to individuals who attacked public figures or committed acts of violence or terrorism.
  - References to mental illness, such as psychiatric care, anti-
psychotic medication, etc.
  o References to bodyguards, security, safety, danger, etc.

8.2 Active Shooter or Armed Intruder

8.2.1 Overview
Active Shooter or armed intruder situations are unpredictable, dynamic and evolve rapidly. Thus, there is no strategy that can plan for all circumstances. If SCC experiences an active shooter event, you should remain as calm as possible and then react in a rational manner based upon the facts you have. The easiest thing to remember is to RUN from a shooter and warn others. If you cannot run because the shooter is too close, HIDE. And last, if you cannot escape the shooter, and you are being threatened, you must FIGHT.

NOTE: As a last resort, faculty, staff, or students may need to confront and fight an armed intruder. Refuse to be a victim!

In any active shooter event (described below), it is paramount that you or someone with you dial 911 as soon as safely possible (be specific which SCC Campus is under attack). They will need to know a description and location of the shooter and the direction in which the shooter is moving so others can be warned to take cover. You should also take the following actions:

If the shooter is inside your building:
  o If safely possible, flee the area and move away from the shooter warning others as you flee.
  o (If the shooter is outside, do not leave the building unless you can exit in a direction away from the shooter).
  o Move to a classroom or other interior room.
  o Turn off all lights, close and lock windows and doors, close blinds.
  o Barricade door with anything heavy, if not lockable.
  o Warn others to move to protected areas.
  o Get yourself and others on the floor of the room away from any windows and spread out. If possible, hide behind/under something.
  o Silence cell phones and other devices; remain silent.
  o Remain in place until given the all clear by an identifiable police or security officer.

If the shooter enters your office/classroom:
  o There is no absolute answer for this scenario - response must be based on the situation, including the shooter, type of weapon, and your own intuitions and common sense.
- Attempting to overtake the suspect with force, throwing hard objects at their face/head, or grabbing the gun barrel is always the last resort that should be considered, but if the shooter intends to kill you, you should do everything you possibly can to avoid being a casualty.
- Negotiating may work in a hostage taking situation, but if the shooter has already fired shots, then you should plan to overtake the suspect as described.
- "Playing dead" may work if the suspect has already fired shots where you are located.

If you are outside:

- Move away from the location of the active shooter and/or sounds of gunshots.
- Warn others to take immediate cover.
- Look for appropriate cover/protection (brick walls, retaining walls, large trees, parked cars, etc.).
- Remain silent; silence cell phones.

Points to remember:

- There may be more than one (1) shooter.
- Do not touch anything in the area, as it is a crime scene.
- Prepare a plan of action in advance - predetermine possible escape routes for yourself, and always know where exits are located.
- When fleeing, get as far away from the shooting scene as quickly and safely possible - do not take/carry anything with you.

Police response and you:

- Police will quickly respond to the area in which shots were last heard and attempt to immediately engage/contain the active shooter.
- First arriving officers will not stop to assist the injured, or evacuate personnel. If you can safely help them, do so. But do not compromise your safety.
- Do exactly as police tell you.
- Keep your hands empty and visible at all times.
- If you know where the shooter is, quickly tell the officers.
- DO NOT get in the way of officers.

IF YOU ARE IN A SAFE AREA, NOTIFY OTHERS ON CAMPUS THROUGH TELEPHONE, TEXT OR E-MAIL IF YOU HAVE IMPORTANT INFORMATION.

ALWAYS TELL A 911 OPERATOR YOU ARE CALLING FROM THE SCC METROPOLIS CAMPUS

8.2.2 You Should Note and Report
- What the intruder is wearing
- Gender
- Height and weight
- Other descriptions unique to the individual (tattoos, hair color, facial hair)
- Types of Weapons
- Direction of travel or building entered.

8.2.3 If Confronted by a Threatening Person
- Remain calm. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue. Treat concerns as important and valid. A person in a crisis responds best to someone who is listening, understanding, respectful and non-threatening.
- Allow the hostile person his or her personal space (at least 5 feet).
- If you are standing, stand at an angle to the individual, not face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful – to lose credibility is dangerous. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is critical to someone in a crisis.
- Be observant. Note the type and number of weapons, state of mind, what was said, and where you are. If you are released or escape, police will need this information to ensure the safety of others.

8.2.4 Securing the Building
- The SCC Metropolis Center may be lock downed as determined by EMS, the Incident Commander or his designee. If needed, members of the Emergency Management Service will post “this building closed – do not enter” signs on doors, and an ERT member will lock the buildings doors (See 3.3.11).

8.3 Sexual Assault (Rape) or Sexual Abuse
When the college is notified of a rape or sexual abuse crime, which has occurred on the Metropolis Campus, the director shall be notified. The Metropolis Police Department should be contacted, contingent upon the victim’s decision to report the crime. The Metropolis Center administration shall also notify the Shawnee College President or his office. The college must protect the identity and right to privacy of the victim and the alleged perpetrator. News of the incident should be contained as much as possible, allowing law enforcement to conduct their investigation. Appropriate response by college staff will be directed at minimizing the fear of fellow students and preventing the spread of rumors. Any services provided to the victim and her/his family shall be kept confidential and may be coordinated with outside providers – such as the Cairo Women’s Center (618-734-4357), Guardian Family Services in Massac County (618-
524-HELP or 618-524-4357) or The Women’s Center Inc., located in Carbondale (1-800-334-2094 24-Hour Hotline or http://www.thewomenscfr.org/). The Vice President of Student Services can assist victims in locating the most appropriate and convenient rape crisis intervention services.

- Dismiss classes as appropriate.

- The Vice President of Student Services on the main campus can assist victims in locating the most appropriate and convenient rape crisis intervention services and should be notified as soon as possible.

- Sexual assault (rape) or sexual abuse will be defined according to Illinois statute. Criminal charges will be determined by law enforcement or the local states attorney.

**Rape is a crime of violence.**

- For the rape survivor, it often is an experience of fear, loss of control, humiliation, and violence. Rape survivors may experience a full range of emotional reactions. It is extremely beneficial for rape survivors to seek emotional support regarding the assault.

**According to Illinois law:**

- Both women and men can be raped
- The rapist can be male or female
- If the rapist touched or penetrated you, or forced you to touch him/her in any way without consent, it is illegal
- It doesn't matter what you were wearing during the attack; dressing in a certain way doesn't mean you gave your consent
- You can change your mind about having sex at any time; if you want to stop whatever sexual activity is happening, it should stop immediately
- "Consent" means agreeing to sex of your own free will; it doesn't mean that you submitted because you were threatened or forced

**When one or more of the above conditions exists, the following should be implemented (steps must also be taken to protect the survivor’s identity and right to privacy):**

- If the rape occurred on campus, dial 911 (from any campus phone or cell phone) and/or call the Information Desk at 618-524-3003 extension #3470.
- If the rape occurred on campus, secure the crime scene and if necessary move the victim to a safe location.
- If possible obtain names and contact information from all present. Document as much information regarding the incident as is possible (remember that all clothing, vehicles etc., could be considered evidence).
- Provide space in the school for the rape survivor and identified peers to receive support services.
- Advise all present not to divulge any information regarding the incident unless directed to do so by law enforcement.

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• Encourage rape survivor to seek additional support available from the Cairo Women’s Center (618-734-4357), Guardian Family Services in Massac County (618-524-HELP or 618-524-4357) or The Women’s Center Inc., located in Carbondale (1-800-334-2094 24-Hour Hotline or http://www.thewomensctr.org/)
• Dismiss classes as appropriate.
• Notify the Vice President of Student Services immediately.
• The SCC President and should develop a communications plan to handle information regarding the incident.
• Complete the Incident Report Form (Appendix G) and submit to the Chief Financial Officer ASAP. (The CFO will disseminate the report to the Vice President of Student Services and the President within 24 hours of the occurrence.)
• It is imperative that all records related to rape incident and services be housed in a confidential file.
• The College Safety Committee on the main campus should meet as soon as possible to discuss the incident to determine if there were any unsafe conditions that contributed to the incident (example – poor lighting).

Rights of Student Victims of Sexual Assault or Rape
• The right to immediate medical care, free counseling services, and availability of a victim advocate;
• The right to request an interim separation order from the Vice President of Student Services pending a hearing;
• The right to have a person of their choice (a victim advocate) accompany them throughout the disciplinary hearing;
• The right to remain present during the entire hearing;
• The right not to have their past sexual history considered during the hearing;
• The right to be informed of the outcome of the hearing;
• The right to have a victim advocate speak for the victim in a hearing in the victim’s presence would cause unnecessary psychological stress or otherwise endanger the victim in the opinion of the judicial advisor. The college recognizes that normal procedures of witness confrontation are usually preferable for the promotion of due process but that victims of sexual assault and rape may require these additional protections.

8.4 PERSONS EXHIBITING THREATENING BEHAVIOR

Immediate Steps
In the event that a staff member has reason to believe that a person may represent a potential threat to others, the actions listed below are to be taken. These steps apply only to situations in which the student is presenting no immediate threat.

• Take all comments about doing harm to others seriously, especially if details about how the acts are to be carried out are shared.
• Immediately report concerns to the Vice President of Student and Administrative Services. If not available, then report concerns to the Vice President of Instructional Services.
• Under no circumstances should an untrained person attempt to assess the severity of the risk; all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals. NOTE: It is important to avoid inappropriately labeling or stigmatizing individual students because they appear to fit a specific profile or set of early warning indicators. It is okay to be worried about a person, but it is not okay to overreact and jump to conclusions.

**Early Warning Signs**

It is not always possible to predict behavior that will lead to violence. However, educators and students can recognize certain early warning signs. In some situations and for some people, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

Research indicates that most people who become violent toward self or others feel rejected and psychologically victimized. In most cases, people exhibit aggressive behavior early in life and, if not provided support, will continue a progressive developmental pattern toward severe aggression or violence. However, research also shows that when people have a positive meaningful connection to another person — whether it is at home, in school, or in the community the potential for violence is reduced significantly.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate — and potentially harmful — to use the early warning signs as a checklist against which to associate people. Rather, the early warning signs are offered only as an aid in identifying and referring people who may need help. You should only use the early warning signs for identification and referral purposes — only trained professionals should make diagnosis. According to a report entitled *Early Warning, Timely Response: A Guide to Safe Schools*, early warning signs are presented with the following qualifications. They are not equally significant and they are not presented in order of seriousness. The early warning signs include:

• **Social withdrawal.** In some situations, gradual and eventually complete withdrawal from social contacts can be an important indicator of a troubled person. The withdrawal often stems from feelings of depression, rejection, persecution, unworthiness, and lack of confidence.

• **Excessive feelings of isolation and being alone.** Research has shown that the majority of people who are isolated and appear to be friendless are not violent. In fact, these feelings are sometimes characteristic of people who may be troubled, withdrawn, or have internal issues That hinders development of social affiliations. However, research also has shown that in some cases feelings of isolation and not having friends are associated with people who behave aggressively and violently.

• **Excessive feelings of rejection.** In the process of growing up, and in the course of adolescent development, many young people experience emotionally painful rejection. People who are troubled often are isolated from their mentally healthy peers. Their responses to rejection will depend on many background factors. Without support, they may be at risk of expressing their emotional distress in negative ways — including violence. Some aggressive
people who are rejected by non-aggressive peers seek out aggressive friends who, in turn, reinforce their violent tendencies.

- **Being a victim of violence.** People who are victims of violence—including physical or sexual abuse—in the community, at school, or at home are sometimes at risk themselves of becoming violent toward themselves or others.

- **Feelings of being picked on and persecuted.** People who feel constantly picked on, teased, bullied, singled out for ridicule, and humiliated at home or at school may initially withdraw socially. If not given adequate support in addressing these feelings, some people may vent them in inappropriate ways— including possible aggression or violence.

- **Low school interest and poor academic performance.** Poor school achievement can be the result of many factors. It is important to consider whether there is a drastic change in performance and/or poor performance becomes a chronic condition that limits a person’s capacity to learn. In some situations—such as when the low achiever feels frustrated, unworthy, chastised, and denigrated—acting out and aggressive behaviors may occur. It is important to assess the emotional and cognitive reasons for the academic performance change to determine the true nature of the problem.

- **Expression of violence in writings and drawings.** People often express their thoughts, feelings, desires, and intentions in their drawings and in stories, poetry, and other written expressive forms. Many people produce work about violent themes that for the most part is harmless when taken in context. However, an over representation of violence in writings and drawings that is directed at specific individuals (family members, peers, other adults) consistently over time, may signal emotional problems and the potential for violence. Because there is a real danger in misdiagnosing such a sign, it is important to seek the guidance of a qualified professional—such as a psychologist, counselor, or other mental health specialist—to determine its meaning.

- **Uncontrolled anger.** Everyone gets angry; anger is a natural emotion. However, anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self or others.

- **Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors.** People often engage in acts of shoving and mild aggression. However, some mildly aggressive behaviors such as constant hitting and bullying of others that occur early in people’s lives, if left unattended, might later escalate into more serious behaviors.

- **History of discipline problems.** Chronic behavior and disciplinary problems both in school and at home may suggest that underlying emotional needs are not being met. These unmet needs may be manifested in acting out and aggressive behaviors. These problems may set the stage for a person to violate norms and rules, defy authority, disengage from school, and engage in aggressive behaviors with other people and adults.

- **Past history of violent and aggressive behavior.** Unless provided with support and counseling, a person who has a history of aggressive or violent behavior is likely to repeat those behaviors. Aggressive and violent acts may be directed toward other individuals, be expressed
in cruelty to animals, or include fire setting. People who show an early pattern of antisocial behavior frequently and across multiple settings are particularly at risk for future aggressive and antisocial behavior. Similarly, people who engage in overt behaviors such as bullying, generalized aggression and defiance, and covert behaviors such as stealing, vandalism, lying, cheating and fire setting also are at risk for more serious aggressive behavior. Research suggests that age of onset may be a key factor in interpreting early warning signs. For example, people who engage in aggression and drug abuse at an early age (before age 12) are more likely to show violence later on than are people who begin such behavior at an older age. In the presence of such signs it is important to review the person's history with behavioral experts and seek parents' observations and insights.

- **Intolerance for differences and prejudicial attitudes.** All people have likes and dislikes. However, an intense prejudice toward others based on racial, ethnic, religious, language, gender, sexual orientation, ability, and physical appearance -- when coupled with other factors -- may lead to violent assaults against those who are perceived to be different. Membership in hate groups or the willingness to victimize individuals with disabilities or health problems also should be treated as early warning signs.

- **Drug use and alcohol use.** Apart from being unhealthy behaviors, drug use and alcohol use reduces self-control and exposes people and youth to violence, either as perpetrators, as victims or both.

- **Inappropriate access to, possession of, and use of firearms.** People who inappropriately possess or have access to firearms can have an increased risk for violence. Research shows that such youngsters also have a higher probability of becoming victims. Families can reduce inappropriate access and use by restricting, monitoring, and supervising people's access to firearms and other weapons. People who have a history of aggression, impulsiveness, or other emotional problems should not have access to firearms and other weapons.

- **Serious threats of violence.** Idle threats are a common response to frustration. Alternatively, one of the most reliable indicators that a youth is likely to commit a dangerous act toward self or others are a detailed and specific threat to use violence. Recent incidents across the country clearly indicate that threats to commit violence against oneself or others should be taken very seriously. Steps must be taken to understand the nature of these threats and to prevent them from being carried out. (Source: Early Warning, Timely Response: A Guide to Safe Schools.)

8.5 Bombs

"**Bombs can be made to look like almost anything and can be placed or delivered in different ways. The probability of finding a bomb that looks like a bomb is low. The only common denominator between bombs is that they are designed and intended to explode.**" – Bureau of Alcohol, Tobacco & Firearms

8.5.1 Suspected Packages

**IF YOU SUSPECT AN ITEM DELIVERED TO CAMPUS MAY BE A BOMB:**

- **DO NOT MOVE THE ITEM!**
- Calmly notify others in the area. Gather your personal property if you can do it safely and quickly and evacuate.
• DO NOT ACTIVATE THE FIRE ALARM.
  Notify the Metropolis Center Information Desk or call 911. DO NOT USE CELLULAR PHONES NEAR THE ITEM! It could set it off if it is a bomb. Move outside the building, to the safe zone or use a wired phone.
• Clearly state the location of the suspicious package, your name, location, and telephone number from which you are calling.
• Do not hang up until told to do so.
• If possible, locate a staff or faculty member to help assist with the evacuation of the building.
• Students should never leave personal property behind as it will impede the search for a possible bomb. That is assuming the property is nearby and easily accessible.
• Do not delay evacuating in order to go get personal property.
• Return to area will be allowed ONLY after the Incident Commander gives the “all clear” notice.

8.6 Bomb Threats
All bomb threats must be taken seriously. Bomb threats can be delivered in-person, via telephone, or in writing. The most dangerous threats are in-person; the most common threats come via telephone.

8.6.1 In-Person Bomb Threat
The person involved may be unstable and/or delusional. The threat may be directed at an individual, group, or himself. If a person announces a bomb threat to you:
• Remain calm
• Do not approach the individual. Never get close enough to panic the person or be used as a hostage
• If possible, try to separate the individual from other people.
• Try to get someone to call 911 or the Metropolis Center Information Desk at 618-524-3003 extension #3470.
• Talk to them in a calm manner; put them at ease as much as possible.
• Try to get the individual to talk and let them do most of the talking; ask questions about the bomb, its location, and description.
• Let law enforcement replace you as the negotiator when they arrive.
• When you are replaced, relay what you learned to a police officer.
• Immediately write down everything you remember.
• Remain accessible to law enforcement until you are told you can go.

8.6.2 Telephone Bomb Threat
• Remain calm.
• If the caller allows you to talk, ask questions from the checklist in APPENDIX C; keep the caller talking as long as possible.
• Call 911 as soon as possible to provide details of the threat.
• The Incident Commander or his designee will evacuate the building utilizing ERT members.
• A building search may be conducted at the direction of law enforcement after they arrive on the scene. ERT members may be involved with the
search, since they have a better idea of what belongs in the building.

- Students should take personal belongings with them when evacuating
  - Return to the building will be allowed ONLY after Building
    Monitors give the "all clear" notification.

See Appendix C for the Telephone Bomb Threat Checklist

8.7 Earthquake
Earthquakes strike without warning. A large earthquake in the SCC area is likely and no one knows when it will happen. Know what to do before an earthquake strikes.

8.7.1 Earthquake if you are indoors:
- Take cover under or next to a solid piece of furniture (such as a desk or table) or against an inside wall and hold on. Avoid areas where glass, mirrors, or pictures could shatter or where bookcases or furniture could fall. Do not stand in doorways.
- If inside – stay inside. Running outside increases the risk of being injured. When it is safe to do so, evacuate the building.

8.7.2 Earthquake if you are outdoors:
- If outdoors, stay outdoors and move into the open – away from buildings, trees, light poles, and utility wires.
- Once in the open, sit down until shaking stops.

Expect aftershocks. Although aftershocks may be smaller than the initial quake, they can bring down weakened structures. Aftershocks can occur hours, days, weeks, or even months after the initial quake.

8.7.3 After the earthquake:
- Expect aftershocks, they may be as intense as the initial earthquake.
- Check for injured persons in your building or area. Do not move the injured person unless there is serious danger to the person’s safety.
- Remain calm and evacuate the building or area in an orderly manner.
- NO SMOKING, or open flame, there may be gas leaks.
- If you smell gas in your building, evacuate immediately.
- Stay away from fallen or damaged electric wires.

IF ASKED TO EVACUATE, IT IS YOUR RESPONSIBILITY TO COMPLY.

Follow evacuation procedures:
1. Walk – do not run – to the nearest exit.
2. Assist any persons with disabilities or injuries.
3. Evacuate to the outdoors. Go to the previously established Exterior Safe Zone Area or away from building (northeast corner of the parking lot).
4. Notify Incident commander or the ERT if there are persons with disabilities or injuries inside.
5. Do not reenter the buildings until told that it is safe by an ERT member.

The Incident Commander will verify that Massac County Emergency Services has been contacted.

8.8 Flooding

What to do before a Flood
- Have emergency supplies available. Keep a portable, battery-operated radio and flashlight. Determine if you are in a flood-prone area and what the average flood depths are in the community.
- Learn the flood evacuation routes and the location of high ground

During and after heavy rains
- Listen to the radio or television for weather information and instruction.
- If water enters the facility, turn off all utilities in the area. Disconnect electrical appliances, but don’t touch electrical equipment if the floor is wet or under water. Stay away from water on the floor.
- Be aware of loose and downed electric wires and falling or fallen objects.
- Do not drive in flooded areas, 6 inches of water is enough to float a car.

After a Flood
- Listen to the radio or television for advice and instructions.
- Report broken utility lines or other hazards to Information Desk.
- Locate usable openings if swollen doors, mud, or buckled floors prevent regular doors from being used.
- Remember that water may be contaminated. Listen to the radio for instructions about using tap water or other water.
- Avoid walking through floodwaters. Moving water that is only six inches deep can sweep you off your feet.

8.9 Fire
Memorize the location of fire extinguishers, exits, and pull stations in your area. If a fire alarm sounds, evacuate the building immediately. **Always evacuate when you hear the fire alarm.** Evacuate and proceed to the exterior safe zone.

8.9.1 If you discover a fire and/or smoke:
- Only try to extinguish a fire if it is minor and can be easily put out with a portable fire extinguisher and you are trained to use it.
- Report the fire and/or smoke by activating the nearest fire alarm.
- Start evacuation procedures and ensure 911 is called.
- Evacuate to a safe area away from the building.
  - Isolate the fire by closing doors on your way out; but DO NOT LOCK THE DOORS.
  - Assist persons with disabilities
  - Do NOT use elevators when evacuating – use the stairs!
  - Do NOT stop for personal belongings or records.
8.9.2 If you become trapped:
- If possible, call 911.
- Clearly tell the dispatcher you are reporting a fire. Give your name, location of the fire and your phone number.
- Do not hang up until told to do so.
- If a window is available, open it and escape. If you cannot escape, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- Stay near the floor, to breathe the least smoke.
- Cover your mouth with clothing to avoid smoke inhalation
- Do not open door if smoke is coming in around it or feels hot.
- Shout to alert emergency personnel of your location.

Notify both the fire department and Emergency Response Team if you think someone may be trapped in the building.

8.10 Bio Terrorism or Biological Disaster

8.10.1 Toxic Gas Release
If toxic chemicals are released in the community, outside air can be a hazard to your health. Take shelter immediately.

- College officials will contact local authorities immediately.
- Close doors and windows.
- Building officials will turn off air conditioners and/or ventilation systems.
- Evacuate the building only when safe to do so.
- If unable to evacuate, seek shelter inside a room and close-off ventilation ducts and seal openings under doorways.
- Stay inside until the ERT give the “all clear” notification.

8.11 Epidemic/Outbreak

8.11.1 Reporting Infection
If a person becomes ill with the flu and believes it may be avian flu, the individual should report their illness to the local Health Department immediately.
8.11.2 College Operations

The College's decision to remain open will depend on the timing of the outbreak and whether the outbreak is national or local. The Metropolis Center Director will consult with the SCC President and the local Health Department to make this decision.

The College may cancel programs and performances on campus. If the College is forced/decides to close, SCC could be closed for long periods of time. The Financial/Administrative Section Chief at the Main Campus shall determine how to pay staff.

If a regional/national outbreak occurs, non-essential staff may be furloughed. The Incident Commander in consultation with the college president will jointly make the decision whether to downsize.

8.12 Hazardous Materials/Spill/Exposure

8.12.1 Asbestos

The SCC Metropolis Center building is of modern construction and should not contain asbestos, but when in doubt do not disturb the material and contact the center director. The following is provided as general information. Some buildings may contain asbestos containing materials. Undisturbed and undamaged, asbestos is not harmful. However, if an asbestos-containing material (ACM) or presumed asbestos containing material (PACM) is disturbed, asbestos fibers can be released and cause an inhalation hazard.

Fiber Release Episode

- Evacuate the room or area involved and immediately move away from the building. Confine particles by shutting door(s).
- Return to the evacuated building will be allowed ONLY after administration officials have examined the situation and concluded the building is safe. This may involve an inspection by experts to determine if the particles contain asbestos. If so, a professional asbestos removal service will be utilized and will certify the building safe before students reenter.

8.12.2 Chemical Spills & Releases

The SCC Metropolis Campus maintains only a small amount of chemicals. They are stored in the Biology Lab in designated areas of the storage rooms. If the substance presents a clear and immediate danger to building occupants and cannot be controlled, take the following steps:

1. Confine the substance by shutting the door(s) or closing the supply valve(s), e.g., a gas shutoff valve in the event of a gas leak.
2. Call the Metropolis Center Information Desk at 618-624-3003 extension #3470. If after hours or in doubt call 911.
3. Clearly say you are reporting a chemical spill/release and the:
   - Name of material (if known)
   - Exact location of the spill or release
   - Extent of contamination (i.e. water system, air handling system)
   - Quantity (if known)
   - Appearance & characteristics (i.e. solid, liquid, gas, odor, color)
   - Injuries
   - Your name, department and phone number
4. If needed, the local fire department will be alerted and a chemical cleanup company can be contacted.

5. Evacuate the room and building to an evacuation area.

6. Return to the evacuated building ONLY after the incident commander or ERT members give the “all clear” notification.

8.12.3 Chemical Odor

If anyone smells a chemical odor, such as a solvent-type odor, or observes a chemical spill that does not pose an immediate safety threat:

- Call or notify the Metropolis Center Information Desk at 618-524-3003 extension #3470 or if after hours, dial 911 and notify nearby faculty or staff.
- Metropolis Center administrators or staff will assess the situation and respond with appropriate clean-up materials if the spill or release is within scope of the College’s response capabilities.
- If the spill or release is beyond the Center’s capabilities, a phone call to 911 will alert the local fire departments who can assess the situation.
- The Metropolis Center staff or ERT will evacuate the area and establish a safe perimeter.
- Return to the evacuated building ONLY after the incident commander or ERT members give the “all clear” notification.

8.13 Blood Borne Pathogens

Blood borne pathogens refer to disease-causing microorganisms present in blood or other body fluids. If exposed to blood or body fluids, report the incident to your Instructor, or someone at the Information Desk so a report can be made. An employee should report the incident to their immediate supervisor and they will complete an incident report.

These steps should occur after a high-risk exposure incident, which is defined as when human blood or body fluid contacts the mouth or nose, non-intact skin or any puncture injury. A high-risk exposure should always be considered infectious.

8.13.1 High-risk exposure

- Immediately and thoroughly wash the site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes.
- Report the incident to a faculty member or the Metropolis Center Information Desk.
- Exposed individuals should go to the nearest medical facility to receive treatment for possible exposure to HBV/HIV and/or other preventative therapy initiated as indicated.
- If you are unsure whether the above pertains to your situation, call the nearest medical facility of your choice.

Contact with the following bodily fluids or materials are not high risk unless they contain visible blood: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit.
8.13.2 Clean up of Bodily Fluids Containing Blood
If the contamination is in a college building, contact a faculty member or the Metropolis Center Information Desk. When possible, secure the area until maintenance arrives to clean up the spill. If after hours, the Center Director should be contacted to coordinate clean up.

8.14 National/Regional Emergency
If an incident should take place that requires national or regional attention, the Metropolis Center will react according to directions from the Shawnee College President or his designee.

8.15 Protests, Marches & Demonstrations

8.15.1 Peaceful
- The Metropolis Center Director shall be notified immediately.
- The Shawnee College President shall be notified by the director and advised of the circumstances.
- The Metropolis Police Department shall be notified and will be requested to monitor for acts of vandalism or signs of escalation.
- Resources from the Main Campus may be sent to the Metropolis Campus to assist in monitoring the group.
- Preplanned large demonstrations may have arranged for local law enforcement presence.

8.15.2 Disruptive/Destructive
- Notify the Metropolis Police Department by calling 911.
- The Metropolis Center Director shall be notified as soon as possible.
- The Shawnee College President shall be notified by the Director and advised of the circumstances.
- Identify key individuals (clothing, physical description, and activity engaged in).

8.16 Weather Related Emergencies

8.16.1 Inclement Weather
Shawnee Community College will make every attempt to keep offices and services operating in inclement weather. Inclement weather may be winter weather such as snow or ice, or other unusual weather which makes travel difficult. When weather is too severe for normal College operation, the following procedures apply to all of SCC's employees:
- The President of Shawnee College or their designee shall make the decision whether the College shall be closed or start late based on the best available information.
- Announcements will be made on local radio and television stations, SCC's website [http://www.shawneecc.edu](http://www.shawneecc.edu), popular media sites and Campus telephone and voicemail.
- Messages will be sent via text messaging and email to those registered to receive campus alerts. Sign up at [http://www.shawneecc.edu](http://www.shawneecc.edu), select Saints Alert.
- If unable to access any of these sources, call your supervisor.
8.16.2 Severe Weather

Severe thunderstorms and tornadoes can occur anytime of the year and at any time of the day in Southern Illinois. This of course includes times when classes may be in session and employees are on campus. Most severe thunderstorms and tornadoes develop during the spring months of March, April, and May; and the fall months of November and early December. Shawnee Community College staff, faculty, and students must be prepared when there is a potential threat of these storms. The National Weather Service will generally issue a Severe Thunderstorm or Tornado Watch for the area, meaning conditions for these types of storms to develop is possible. During these times, the Director of the Metropolis Center or their designee along with assistance from other staff will monitor developing weather conditions through weather alert radios or other technologies available. In addition, they should pay close attention to the physical weather conditions outside the Metro Campus. In the event the National Weather Service issues a Warning, specific to their area that includes the Metro Campus, or threatening weather is observed near approaching the Metropolis area, the following should occur.

- The Director and/or their designee shall evaluate the situation and if warranted, shall advise all staff, faculty and students to take shelter in the designated Safe Zones.
- The Emergency Response Team shall also be activated at this time.
- Students should remain in the Safe Zones until the severe weather has passed and an "All Clear" is announced by the Director or their designee.

8.17 Utility Failure

8.17.1 Electrical Failure
Call or notify the Metropolis Center Information Desk at 618-524-3003 extension #3470. If after hours, and no one can be found on campus, call SCC Facility Director at 618-638-2186 or 618-564-2460.

- Clearly state what you heard or saw before the power went off
- Turn off computers and other electrical equipment that may be on battery back-up.
- If downed power lines are present, treat them as live wires
- DO NOT TOUCH any wires. Keep others away from the wires

8.17.2 Plumbing Failure
- Call Building Maintenance at 618-524-3003 extension #3470. If after hours, with no one on campus, call SCC Facility Director at 618-638-2186 or 618-564-2460.
- Be aware the electrical power sources are dangerous in wet areas

8.18 Major Communications Outages
Major communications outages have a direct impact on the College business with respect to dollar losses and operational interference.

8.18.1 In the event of any of the following contact the Metropolis Center Information Desk at 618-524-3003 extension #3470 or contact SCC’s Local Network Administrator at (618) 634-3302.

- Outages that directly affect the safety of students, faculty, staff or members of the College community.
- Entire building or campus loses telephone services
- Entire building or campus loses data/Information Technology service.
- Note: Individual voice, data, or video service outages do not constitute an emergency unless they directly affect safety.

8.18.2 Restoration Procedures

- The Director of the Metropolis Center will inform others regarding the campus restoration timeline.
Section Nine

Crisis Response Team Emergencies

The Crisis Response Team (CRT), located on the SCC Main Campus, is utilized when an emergency occurs on campus that does not require evacuation, but causes severe emotional trauma. CRT members are selected by the SCC President. Generally, those members will include college counselors or other individuals trained for crisis intervention. The SCC President may send the team to other SCC campuses when they are needed.

9.1 Medical Emergency

9.1.1 If Basic First Aid is required
- Do not move an injured person unless it is a life-threatening situation.
- Call or notify the SCC Metropolis Center Information Desk at 618-524-3003 extension #3470.
- When required, staff may summon outside medical assistance. In some instances, staff may be able to assist in providing limited first-aid or first aid supplies.
- Stay with the injured person until EMS arrives.
- For locations of first aid kits see appendix "E"

9.1.2 If outside Medical Assistance is required
- Do not move an injured person unless it is a life-threatening situation.
- Call 911 and notify SCC Metropolis Center Information Desk at 618-524-3003 extension #3470.
- Clearly state to the dispatcher you are reporting a medical emergency and give your name, location (Shawnee College Metropolis Campus), and telephone number.
- Describe the medical emergency.
- Do not hang up until told to do so by the dispatcher.
- The Shawnee Community College Metropolis Center Staff should always be informed after a 911 call is made so they can guide emergency services to the scene and report the incident to the Metropolis Center Director.
- Stay with the injured person and try to keep him/her calm until medical help arrives.

9.1.3 If Automated Defibrillator (AED) is needed
- The Metropolis Campus AED is located to the left as you enter the front door on the wall near the Receptionist's desk.
- Immediately call 911 and summon medical assistance. Also notify or have someone notify the information desk and advise them of the situation.
9.2 Injury/Accident Reporting
(See Appendix “G” for incident report to be completed)

9.2.1 Employee On-campus accidents/injuries
- An injured employee’s supervisor must be notified as soon as possible.
- The Metropolis Center staff or Director or designee shall notify the Shawnee Community College Chief Financial Officer as soon as possible and complete the Shawnee College incident report.

9.2.2 Students On-campus accidents/injuries
- For student injuries, notify any staff or faculty member as soon as possible. If after hours, call 911 first then call the Metropolis Campus Director at 618-534-6317.
- The Metropolis Center staff or Director or the designee shall notify the Shawnee Community College Chief Financial Officer as soon as possible and complete the Shawnee College incident report.
Appendix A

Shawnee Community College Metropolis Center Emergency Response Team (ERT)

The Director of the SCC Metropolis Center is designated as the Incident Commander (IC) during any emergency and will supervise the Emergency Response Team (ERT). In the event they are not present, the first staff person on the scene will assume the Incident Commander role until the IC arrives or is relieved by other emergency services personnel. The other staff listed below will act as an Emergency Response Team (ERT) during emergencies and fulfill the duties outlined in this policy.

1. Jiphaun Askew-Robinson, Director
2. Felicia Rouse, Secretary/Receptionist
3. Hayley Story, Advisor/Recruiter
4. Don Koch, Facility Maintenance Director
Appendix B

Shawnee Community College Metropolis Center Emergency Response Kits

Some of the following items listed are available in the front office under the shelf near the mailbox (this is an on-going process and the remaining items are being purchased when possible). These items should be easily available and accessible at all times by the Incident Commander or other staff members in an emergency.

| Copy of Emergency Action Plan | Several gallons of drinking water |
| First-aid kits               | Gator-Ade or similar drink       |
| Flashlights and several batteries | Hard hats                   |
| White dry erase board, dry erase pens | Ear plugs           |
| Flip charts and marking pens  | Eye protection               |
| Spill response kit           | Face masks                   |
| Triage tags/Flagging tape     | Blankets                    |
| Orange vests                 | Nitrile gloves              |
| Glow sticks                  |                              |

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Appendix C

Telephone Bomb Threat Checklist

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to review the questions before a call and complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to law enforcement.

**EXACT** time of call: ______________ Circle: Male/Female Adult/Child Age____

**EXACT** words of caller (attach additional sheet if necessary):

________________________________________________________________________

**QUESTION TO ASK:**

1. When is the bomb going to explode? ____________________________

2. Where is the bomb? ____________________________

3. What does it look like? ____________________________

4. What kind of bomb is it? ____________________________

5. What will cause it to explode? ____________________________

6. Did you place the bomb? ____________________________

7. Why? ____________________________

8. Where are you calling from? ____________________________

9. What is your address? ____________________________

10. What is your name? ____________________________

**CALLER’S VOICE (CHECK ALL THAT APPLIES):**

<table>
<thead>
<tr>
<th>Calm</th>
<th>Shy</th>
<th>Crying</th>
<th>Slurred</th>
<th>Stutter</th>
<th>Deliberate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deep</td>
<td>Loud</td>
<td>Broken</td>
<td>Giggling</td>
<td>Accent</td>
<td>Disguised</td>
</tr>
<tr>
<td>Angry</td>
<td>Rapid</td>
<td>Stressed</td>
<td>Nasal</td>
<td>Lisp</td>
<td>Incoherent</td>
</tr>
<tr>
<td>Excited</td>
<td>Disgusted</td>
<td>Sincere</td>
<td>Squeaky</td>
<td>Normal</td>
<td>Intoxicated</td>
</tr>
</tbody>
</table>

**OTHER INFORMATION:**

If the voice is familiar, whom did it sound like? ____________________________

Were there any background noises? ____________________________

Remarks (attach additional sheets if necessary): ____________________________

Person receiving call: __________________________________________

Telephone number call received at: (______) - _______ - _______

Date: (MM/DD/YYYY) __________________________________________

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Appendix D

Emergency Call Lists—Metropolis Center (Not for public display)

The Director of the SCC Metropolis Center or his designee shall periodically review and update this list.

Numbers in the Emergency Call List are only to be used in the case of an actual emergency. Calls should be made in order by number.
Appendix E

Shawnee Community College Metropolis Center Emergency First-Aid Kits Location

First-Aid kits and AED’s should be routinely stocked and inspected by the Metro Center Staff.

FIRST AID KIT LOCATIONS

1. In the Receptionist's Office under the counter, near the fax machine.

AUTOMATED DEFIBRILLATOR (AED) LOCATION

1. In front lobby/atrium area, to the left of the bulletin board
Appendix F

Shawnee Community College Main Campus Safety Committee members

Shawnee Community College Campus Safety Committee members

The members of the committee are appointed by the college president. The committee will meet periodically and review campus safety issues. The committee will make recommendations to the college president in the areas of campus violence prevention, and other natural or other incidents that threaten campus safety.

The committee members are appointed by the college president, who will review the list of members at the beginning of each school year and make changes as needed.

Campus Safety Committee

Contact the Shawnee College Human Resource Officer for a current list of committee members.
Appendix G

Shawnee Community College Incident Report Form
(This form can be found on the Shawnee College Website
(Click on Faculty & Staff—Employee Resources—
Administrative Forms—Injury/Incident Report).
Appendix H

Shawnee Community College Metropolis Center
Emergency Response Resources
(If an emergency dial 911 and give your location)

**Law Enforcement Agencies**
Metropolis Police Department 618-524-2310
Massac County Sheriff's Department 618-524-2912
Illinois State Police District #22 618-845-3740

**Fire Department or Rescue**
Metropolis Fire Department 618-524-3200/5313

**Natural Disaster Response or Medical Emergency**
Massac County Hospital or Ambulance 618-524-2176
Western Baptist Paducah 270-575-2100
Lourdes Hospital Paducah 270-444-2444
Southern Seven Health Department 618-524-2657
American Red Cross 618-529-1525
Metropolis Emergency Management Services 618-522-1234
Illinois Emergency Management Agency (IEMA) 618-997-5847

**Rape Crisis Intervention or Domestic Violence Response**
Massac Co. Guardian Family Services 618-524-4357
Massac County Hospital 618-833-4511
Carbondale Women’s Center 1-800-334-2094
Cairo Women's Center 618-734-4357

**Mental Health and Family Services**
Massac County Mental Health (hotline) 618-524-9368
Southern Illinois Regional Social Services 618-457-6703

**Utility Companies**
Metropolis Public Works (water) 618-524-4016
City of Metropolis (electricity) 618-524-4016
Liberty Utilities 855-872-3242
Liberty Utilities – Gas Emergency 855-644-8134

Utility shut off valves and switches are in the closet in room #106 and mechanical room at the north end of the building.